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10-139 A/990

**INSTRUCTIONS
FOR COMPLETING
SEASONAL PARK RANGER APPLICATION—1990
FORM 10-139A
REV. 5/88**



U.S. DEPARTMENT OF THE INTERIOR

NATIONAL PARK SERVICE

SEASONAL EMPLOYMENT UNIT

P. O. BOX 37127

WASHINGTON, D.C. 20013-7127

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FACTS ABOUT THIS SEASONAL EMPLOYMENT PACKAGE

It is imperative that you follow the instructions thoroughly, there have been significant changes in the application.

Dear Applicant:

Thank you for your interest in the National Park Service. You have been provided with this seasonal package based on your request for information on employment opportunities as a Park Ranger. The enclosed Seasonal package includes:

- Two applications—(Form 10-139), used only when applying for a seasonal Park Ranger position.
- Instruction Booklet (Form 10-139a) explains how to complete application(s) (Form 10-139).
- Park Areas and Employment Opportunities booklet—lists all parks by Region and job opportunities available in each park.
- Seasonal Employment brochure—lists the types of seasonal positions available and describes the qualification requirements for these positions.

NOTE: IF YOU ARE INTERESTED IN APPLYING FOR OTHER SEASONAL POSITIONS SUCH AS *SEASONAL LABORER*, PLEASE REFER TO THE SEASONAL EMPLOYMENT BROCHURE UNDER THE "HOW TO APPLY" SECTIONS PP. 7-11.

Before completing the enclosed application(s), please take time to read the following information carefully. It will help you complete your application(s) and increase your seasonal employment chances as a Park Ranger in the National Park Service. Be sure to note that the application procedures for *summer employment* (May 13 through September 30) are different than the application procedures for *winter employment* (October 1 through May 12).

Age Requirement: You must be 18 years of age by May 13 (21 years of age for law enforcement positions) to compete for a summer job.

Application: The seasonal application is Form 10-139 (revised 6/87). It is a computerized application and must be filled out according to the instructions provided or it will be *REJECTED* from the System. **Remember, only use this application (Form 10-139) when applying for a Seasonal Park Ranger position. It is imperative that this application remain in its original format. All attachments must be placed at the back of the application.**

Filing Period: For *summer employment*, application(s) (Form 10-139) must be filed with the Seasonal Employment Unit, Washington, D.C., between September 1 and January 15 (postmark). For *winter employment*, application(s) (Form 10-139) must be filed with the National Park Service between June 1 and July 15 (postmark). Contact the Regional Office in the geographic area in which you wish to apply for correct filing instructions.

Number of Park Areas Applicant may apply to: For *summer employment*, you may apply to Two Parks Nationwide by submitting TWO IDENTICALLY COMPLETED APPLICATION FORM(S) 10-139 to Seasonal Employment Unit, Washington, D.C. For *winter employment*, contact the Regional Office in the geographic area in which you wish to apply for the correct filing instructions.

Attachments: Any documentation supporting your application should be attached to the back of the application (i.e., red card, First Aid, EMT, CPR, etc.)

Mailing Instructions: For *summer employment* if you apply to two National Parks, **mail two identically completed applications together in the SELF-ADDRESSED ENVELOPE PROVIDED to the Seasonal Employment Unit, P.O. Box 37127, Washington, D.C. 20013-7127.** If you wish to apply for ONE PARK ONLY, send one completed application to the Seasonal Employment Unit. *Be sure to Affix Sufficient Postage to the Envelope.* For *winter employment*, contact the Regional Office in the geographic area in which you wish to apply for correct filing procedures.

NOTE: Remember for *summer employment* (May 13 through September 30) you must apply by sending completed applications to Seasonal Employment Unit, P.O. Box 37127, Washington, D.C. 20013-7127, between September 1 and January 15 (postmark).

Acknowledgment: For *summer employment*, a postcard from the Seasonal Employment Unit will be sent to you to acknowledge receipt and processing of your application(s). The postcard will include (on the address side) your control number and location codes of the parks you applied to. For example:

*004128*1440*1460		
Smith, John		
201 E. 34th Street		
New York, NY 10025		
004128	1440	1460
(Control No.)	(1st Park Choice)	(2nd Park Choice)

For *winter employment*, the park area or Regional Office will notify you if you are being considered for a position.

Selections: You will be contacted by a park official if you are selected for a position. Each park area is responsible for selecting and contacting its prospective seasonal employees. For *summer employment*, if you are not contacted by June 1, you may assume that you will not be offered a position. For *winter employment*, if you are not contacted by December 1, you may assume that you will not be offered a position.

Change of Information on Application: For *summer employment*, the Seasonal Employment Unit cannot change or update the information you have given on your application(s). The only way to change the information you have given is to send new application(s) to the Seasonal Employment Unit within the established filing period (Sept. 1—Jan. 15 postmarked). The last application(s) received within the filing period will be certified and sent to the park(s) and all previous applications will be voided. For *winter employment*, the only way to change or update your application is by contacting the Regional Office in the geographic area in which you wish to be considered for correct procedures.

REMEMBER THAT THE APPLICATIONS ARE COMPUTERIZED AND MUST BE FILLED OUT COMPLETELY AND ACCURATELY IN ORDER TO BE PROCESSED. APPLICATIONS THAT ARE NOT FILLED OUT ACCORDING TO THE INSTRUCTIONS PROVIDED WILL BE REJECTED FROM THE SYSTEM.

Good Luck

Chief, Branch of Employee Evaluation and Staffing
National Park Service

**INSTRUCTIONS FOR COMPLETING APPLICATION(S) FOR SEASONAL EMPLOYMENT
AS A PARK RANGER**

Information you provide on this form will determine the extent of your consideration for the position(s) you applied for. Please read and follow the instructions for each question carefully. Be sure all entries are **CLEAR AND LEGIBLE**. Print in **INK** or **TYPE**.

A — Enter your Social Security Number.

B — Use the *last* name first.

C — Complete.

D — Check appropriate block.

E — Indicate date of birth (use number for month, i.e., January 23, 1945 =

0	1	2	3	4	5
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Do not use current year. You must be 18 years of age by May 13 for consideration for a summer job (21 for law enforcement positions).

F — Complete.

G — Indicate the code which shows the highest grade in which you have at least a season (90 calendar days) of experience as a Park Ranger in the National Park Service or equivalent in a Federal, State or local park. Enter name of the last National Park Service Area where you were employed and a copy of your Seasonal Evaluation.

Important: Applicants who apply at the GS-6 or 7 grade levels must have been previously employed by the National Park Service as a Park Ranger at the next lower grade level.

- | |
|---|
| 1 |
|---|
- No previous National Park Service experience; WG (any grade) or other GS positions.
-
- | |
|---|
| 2 |
|---|
- GS-2 Park Ranger or equivalent experience in a Federal, State, or local park
-
- | |
|---|
| 3 |
|---|
- GS-3 Park Ranger or equivalent experience in a Federal, State, or local park
-
- | |
|---|
| 4 |
|---|
- GS-4 Park Ranger or equivalent in a Federal, State, or local park for at least one (1) season. (90 calendar days)
-
- | |
|---|
| 5 |
|---|
- GS-5 Park Ranger for at least one (1) season. (90 calendar days)
-
- | |
|---|
| 6 |
|---|
- GS-5 Park Ranger for at least two (2) seasons. (180 calendar days)
-
- | |
|---|
| 7 |
|---|
- GS-6 Park Ranger for at least one (1) season. (90 calendar days)
-
- | |
|---|
| 8 |
|---|
- GS-6 Park Ranger for at least two (2) seasons. (180 calendar days)
-
- | |
|---|
| 9 |
|---|
- GS-7 Park Ranger for at least one (1) season. (90 calendar days)
-
- | |
|----|
| 10 |
|----|
- Volunteer Experience/YCC Experience

H — Park Location Codes

Please refer to the "Park Area and Employment Opportunities" booklet in selecting your one or two park location options. Use the four (4) digit park location code number which identifies the park and enter it in the block(s) labeled 1st and 2nd Park Location Codes. For example:

1st PARK LOCATION CODE

1	3	0	0
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(The Code 1300 represents Badlands National Park, as shown on page 2 of the "Park Area and Employment Opportunities" booklet.)

At least the 1st Park Location Code must be completed in order to receive consideration. REMEMBER YOU ARE LIMITED IN APPLYING TO NO MORE THAN 2 NATIONAL PARK AREAS, NATIONWIDE (for summer employment only). IF YOU APPLY TO 2 PARK AREAS, YOU MUST SUBMIT 2 IDENTICALLY COMPLETED APPLICATIONS TO THE SEASONAL EMPLOYMENT UNIT (for summer employment only). The National Park Service encourages applicants to consider a smaller or lesser-visited park in the System as one of their choices for seasonal employment. Usually the smaller or lesser-visited parks receive fewer applications and competition for a position is not as keen as in the large natural areas. The smaller or lesser-visited parks are identified by asterisks in the "Park Area and Employment Opportunities" booklet. Once you have accepted a position at one of your park choices, the other park will delete your name from further consideration on all registers at the same and lower grade level of the position you accepted.

TYPE OF POSITION CODE

From the list below, select one or two types of position(s) for which you wish to be considered by entering the appropriate code(s) in block(s) labeled Type of Position Code. A brief description of the types of duties performed in these jobs can be found on the cover page of the "Park Area and Employment Opportunities" booklet.

- ☐ 1 — Park Ranger (INTERPRETATION GS-3-7)
- ☐ 2 — Park Ranger (LAW ENFORCEMENT GS-3-7)
- ☐ 3 — Park Ranger (GENERAL GS-2-7)

NOTE: If you are interested in being considered for Living History or Crafts Skill demonstration positions, apply for the Interpretation position.

LOWEST GRADE YOU WILL ACCEPT

From the list below, select the appropriate code(s) for the lowest grade you would be willing to accept for each of your type of position preferences. Enter the code in the box labeled Lowest Grade Level Code.

- ☐ 2 — GS-2
- ☐ 3 — GS-3
- ☐ 4 — GS-4
- ☐ 5 — GS-5
- ☐ 6 — GS-6
- ☐ 7 — GS-7

NOTE: You will be rated for the grade level for which you applied plus all other higher grades for which you qualify. *Please Review the Qualification Section* pages 6 & 7 of the enclosed Seasonal Employment brochure to be sure that you qualify for the lowest grade that you have applied for.

- I — Veterans Preference—Select only the **one** code that applies to you.

NOTE: You must furnish records with your application to support your claim of veterans preference.

CODE ☐ 1 No preference claimed.

CODE ☐ 2 5-point preference claimed — you must have been honorably separated from the armed forces (i.e., have been given an honorable or general discharge under honorable conditions). Submit copies of DD-214.

- a. After active duty during the period of April 6, 1917, to July 2, 1921, or December 7, 1941, to July 1, 1955;

OR

- b. After more than 180 consecutive days active duty, any part of which occurred after January 31, 1955, and before October 15, 1976, (not counting service under an initial period of active duty for training under the "6-month" Reserve or National Guard programs).

OR

- c. After service in a campaign for which a campaign badge has been authorized.

CODE ☐ 3 10-point compensable disability claimed. You must have an existing compensable service-connected disability of ten percent or more. Submit copies of DD-214, SF-15, and required proof listed on the reverse side of the SF-15.

CODE ☐ 4 You may claim 10-point preference if you are one of the following listed below. Submit copies of DD-214, SF-15, and required proof listed on the reverse side of the SF-15.

- a. A disabled veteran or a veteran who was awarded the Purple Heart for wounds or injuries received in action.
- b. A veteran's widow or widower who has not remarried.
- c. The wife or husband of a veteran who has a service-connected disability which disqualifies the veteran for civil service appointment.
- d. The widowed, divorced, or separated mother or an ex-service son or daughter who died in action or who is totally and permanently disabled.

CODE ☐ 5 Compensably disabled (30% or more). (See code 3 above for proof required).

J — If you are claiming veterans preference, you must complete this section.

K — Show earliest reporting date and latest date that you will work, i.e., Available on June 15, 1981 until September 21, 1981 =

0	6	1	5	8	1
---	---	---	---	---	---

 THROUGH

0	9	2	1	8	1
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NOTE: To insure consideration for summer employment, you should be available for the dates specified in the "Park Area and Employment Opportunities" booklet. However, some positions of shorter duration are filled between the inclusive dates listed.

IMPORTANT Your availability dates may determine if you will be considered. If selected, failure to work the entire period may result in an unfavorable evaluation.

L — Check one.

M — Complete.

N — Education—Check item number 1 if you are a High School Graduate. Item 2, enter total number of quarter hours completed in college; Items 3 through 10, enter number of quarter hours in each discipline listed. If you have a degree in any of these disciplines, check the appropriate box.

Convert semester hours to quarter hours by multiplying semester hours by 1.5 to get total quarter hours. (i.e. 30 semester hr. \times 1.5 = 45.0 quarter hours)

O — Complete.

P — Total months of qualifying experience.

Enter the number of months of experience you have in:

Park operations or in related fields which provided basic knowledges and skills applicable to general park operations and conservation work.

This work may have been gained in fields or services such as: forestry; recreation; interpretive and information service; forest or range fire control; fish and wildlife refuge work; archeological excavation; education; local, State, or Federal law enforcement; curatorial; archival and museum work; audiovisual and verbal communications work; and similar activities.

Examples: Enter 15 months as:

0	1	5
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- Q** — For items 1 through 7, enter the number of months of experience in each item. Be sure that this experience has been included in the total months of qualifying experience under Section P.
- R** — Review the **SKILL LEVELS** (1 to 5) on the application under Section R and then *complete* the following columns for each of the 60 skills.

LETTER REFERENCE COLUMN—Indicate where this skill is described in the application by referencing one of the narrative sections N, O, R #61, R #62, or T of this application. If you indicate a skill level of 2, 3, 4, or 5 in the next column you **MUST** show how this skill was obtained by describing the skill in depth under any of the narrative sections N, O, R #61, R #62, or T of the application for credit.

SKILL LEVEL COLUMN—Indicate **YOUR** skill level (1 to 5) as defined under R of the application for each of the 60 skills. Parks will verify your skill levels against the work experience you describe in section T of the application. Points will be deducted for overrated skill levels.

WHERE AND HOW OBTAINED COLUMN—Very briefly describe how you obtained this skill as illustrated below. Use sections N, O, R #61, R #62 or T to describe the skill in detail.

SKILL	LETTER REFERENCE	SKILL LEVEL	WHERE AND HOW OBTAINED
40. Handling money on the job	T-1	3	Clerk, Bobs Market

UNDOCUMENTED SKILLS LEVELS ARE GROUNDS FOR NON-CONSIDERATION FOR A POSITION.

NOTE: Skill #46—Lifeguard qualifications refer to page 11 of Seasonal Employment brochure. Must possess a current Red Cross Life Saver's Certificate or Water Safety Instructor's Certificate and 3 months experience for GS-3, 6 months experience for GS-4.

NOTE: Cultural Skills #50 to #56—These skills may be referenced by applicants whose *heritage* or knowledge has acquainted them to these cultural enrichments. These skills need to be identified for certain parks which require living history and cultural demonstrations. These programs describe cultural and military history through costume and short dramas of American life in earlier centuries. For example:

SKILL	LETTER REFERENCE	SKILL LEVEL	WHERE AND HOW OBTAINED
53. Black American culture/knowledge	N	3	Course, Afro American History

- S** — Law Enforcement training hours. If you are applying for a law enforcement position (Position option 2), please complete the number of hours you have in each of the courses listed below.
- T** — Complete. This may be paid or unpaid (volunteer) experience. If you need more space than the space provided (T-1, T-2, T-3), please attach a blank sheet and identify each experience as T-3, T-4, etc. Include name, SSN, and letter references on all attachments.

U — Complete

V — Complete

W — Complete

X — Complete

Y — Complete

Z — Identify in the space provided, briefly where or how you learned about seasonal employment.

SIGN YOUR APPLICATION

IMPORTANT

Please check your application to be sure you have completed the following sections. *Failure to complete these sections will result in your application being rejected from the System.*

A — Social Security Number

C — Address

D — U.S. Citizen

E — Birthdate (do not use current year)

H — Park Location Code, Position Option Code. Remember if you are applying to TWO National Parks you must submit 2 IDENTICALLY COMPLETED APPLICATIONS with the SAME park location codes indicated on both applications.

K — Availability dates

GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal employment application forms.

AUTHORITY

Sections 1302, 3301, and 3304 of Title 5 of the United States Code give the U.S. Office of Personnel Management (OPM) the authority to recruit, examine, and evaluate applicant's qualifications for employment in the Federal Service. The OPM has authorized Federal Government agencies to make certain types of limited appointments to excepted and competitive positions under agency administered applicant supply file procedures as described in Federal Personnel Manual Chapters 302 and 333. (References: Federal Personnel Manual Supplement 990-1, Book II, Rule VI, Section 6.3, and Part 302 for excepted positions; Federal Personnel Manual Chapter 316, Subchapter 4, 4-7, for competitive positions.) Use of the employment application form is necessary for this purpose.

PURPOSES AND USES

The purpose of the National Park Service Application for seasonal employment is to collect information needed to determine qualifications, suitability, and availability of applicants for seasonal jobs in the National Park Service. Your completed application(s) may be used to examine, rate, and/or assess your qualifications, to determine your entitlement to Veterans Preference, and your eligibility based on citizenship, members of family laws, and residence requirements (when applicable), and to contact you concerning availability. All or part of your completed National Park Service Application for seasonal employment may be disclosed to:


1. National Park Service operating officials upon request for a list of eligibles to consider for appointment to a seasonal job.
2. Federal agency investigators to determine your suitability for Federal employment.
3. Federal, State, or local agencies to create other personnel records after you have been appointed.
4. Appropriate Federal, State, or local law enforcement agencies charged with the responsibility of investigating a violation or potential violation of the law.
5. Appropriate Federal, State, or local agencies maintaining records on you to obtain information relevant to an agency decision about you.
6. A requesting Federal, State, or local agency to the extent the information is relevant to the requesting agency's decision.
7. Federal agency selecting officials involved with internal personnel management functions.
8. Anyone requesting statistical information (without your personal identification) under the Freedom of Information Act.
9. Members of Congress or other high Government officials as necessary to provide replies to inquiries.

EFFECTS OF NONDISCLOSURE

Because the employment application forms request both optional (other skills, training, etc.) and mandatory (qualifications and biographical, etc.) data, it is in your best interest to answer all questions. Omission of an item means you might not receive full consideration for a position for which this information is needed. A false answer to a question in the employment application may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579 SECTION 7(b), IF APPLICABLE

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you are seeking. Solicitation of the SSN by the Office of Personnel Management (OPM) is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier. It will be used primarily to identify your records that you file with the OPM or agencies. The SSN also will be used by the OPM and other Federal agencies in connection with lawful requests for information about you from your former employers, educational institutions and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.



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